



COUNTY OF BAY

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REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2006

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 1st quarter of 2006:

- Filled the vacant position of Administrative Services Secretary. Eliza Cortez joined us on February 13, 2006. She comes with 10 years of experience with Bay County. She previously worked with the Bay County Health Department, WIC program and before that Bay County Animal Control. We welcome her aboard.
- The Bay County Dog park is progressing and is scheduled to open May 20, 2006.
- Attended the 3-day annual Michigan Association of Counties legislative Conference in Lansing.
- Various vendors participated in presentations at our Financial Information Systems Team meetings.
- Division on Aging dedicated the VFW hall in Pinconning as a new senior center location.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; and homeland security grant meetings.
- Attended the monthly Juvenile Home Core Team meetings.
- Attended the Community Emergency Response Team (CERT) training. The first training was held at the Lincoln center and the second training was held at the Bay County Fairgrounds.
- Open House for Division on Aging, of the Rainbow Center in the Canteen building at the Bay County Fairgrounds.
- Coordinated the Financial Information Systems Team (FIST).
- Direct Deposit Meeting.

- Participated in work process redesign for IDS facilitated by Ken Petersen.

Buildings & Grounds Division

- Reorganization of Health Department – moved walls/dividers, painted, rewired. Moved numerous telephone lines, computer lines, power poles.
- Installed 41 cases of new ceiling tile and painted grid work in Health Department.
- Moved MSS/ISS (Maternal/Infant Support Services) in Health Department.
- Finished moving Environmental Health.
- Finished running 75 feet of duct work in Health Department.
- Completed Canteen Addition—installed floor tile, insulation, and two automatic handi-capped doors. Held open house on March 22nd.
- Moved equipment from Fraser Mt. Forrest to the VFW in Pinconning for DOA meal site. Consolidated two sites into one.
- Working with Humane Society on Dog Park – purchased fence & most of agility equipment. Major construction will begin in April.
- Rebuilt two (2) utility trailers for Parks & Recreation
- Reconstructed Broom—attachment for 5310 tractor.
- Installed new hitch, brake lines, and lighting system on tandem dump truck.
- Rewired Campground pedestals and pavilion at Fairgrounds.
- Assisted Security Resource with installing security cameras in County Building.
- Ran cables for cameras at three inside door locations at Health Department.
- Installed new florescent lights in Clerk's Office.
- Terminated all the fiber optic runs and tested them at County Building, 911 and LEC.
- Kept 911 towers up and running for whole weekend during ice storm.
- Constructing and Dividing of offices at Criminal Defense/Public Defender's Office – Built two walls, installed wiring, heat registers, light fixtures, painted, dropped ceiling, moved office equipment (computers, desks, file cabinets, etc).

Community Center

- Conclusion of Adult Men's & Women's Volleyball League, Men's Basketball League, and Christian Fellowship League Basketball.
- Pigeon Show event held at end of January with over 300 participants (over 1,000 pigeons for viewing and sale).

- Big Time Wrestling Match in large gym filled to capacity – featured local Steiner Brothers–World Renowned.
- Beginning in January – increase of Boys & Girls Little League Baseball & Softball Teams – use of facility.

Emergency Services

- Continuing with the distribution of equipment purchased under the \$700,000 Homeland Security Grant.
- Started credentialing Maintenance Department employees and Community Service Workers, using the Fire Trax Accountability System.
- Collected FireTrax scanners from all of the County fire departments and sent them to Salamander for upgrade.
- Incident Command trailer construction has finally commenced at the Specialty Vehicle Solutions plant in New Jersey. Factory completion date is expected near the end of April.
- Over 234 county and city employees, who play a critical role in emergency management, have passed the new FEMA independent study course IS 700, 179 employees have passed the IS 800 (NRP), required by the State of Michigan. This is up 20% from last quarter.
- Met with Bay County Townships' Association Executive Board and presented need for the adoption of a National Incident Management System (NIMS) resolution.
- Reviewed All-Saints' Tornado Plan.
- Reviewed the Communications Annex in our Emergency Action Guidelines (EAG) with the director of 9-1-1. Made appropriate changes and updates.
- Gave presentation on Emergency Preparedness to the local Boy Scout Council.
- Worked on standardizing our mutual aid agreements with our surrounding counties.
- Revised Bay County Building's Safety Captain List. Distributed updated copies to all departments.
- Worked on tasks necessary to become a "Storm-Ready" community as prescribed by the National Weather Service. We are hoping to become certified by this summer.
- Helped host a "Sky Warn" storm spotting class at the local Red Cross facility, which was conducted by the National Weather Service out of White Lake, Michigan.
- Had annual meeting with District Coordinator, County Executive, Assistant County Executive and Solution Area Planner.
- Worked on Riverfront Siren Standard Operating Procedure. Presented draft SOP to Sheriff, Under Sheriff, City Fire Chief and acting City Police Chief.

- Attended all Region 3 Bio-terrorism planning meetings.
- Updated Emergency Alert System codes and submitted updated list to State.
- Assisted with the procurement of two back-up portable generators for our radio tower sites.
- Tested panic alarms for County Building. Looking into updating system.
- Updated Emergency Operations Center (EOC) call-down list.
- Responded to a gasoline tanker rollover incident, which occurred at the Codey Estey and Eleven Mile Rd. intersection.
- Attended Pipeline Group Safety Meeting.
- Attended all District Meetings.
- Responded to fire at American Recycling Center in Linwood. Over 13 fire resources responded with over 82 firefighters. Red Cross and Salvation Army provided canteen service.
- Attended "Preccovery" business continuity planning meeting to discuss upcoming drill.

Information Systems Division

Departmental Projects

- iSeries migration from the old AS/400 to the new machine successfully completed on January 13, 2006. The applications installed were; Financial applications, Health department applications, Treasurers' applications and Courts applications.
- The 911 application was installed successfully on the new iSeries machine the week of March 13th. Minor issues were encountered and corrected in a timely manner. Will begin analysis to install the New World upgrade in the second quarter of 2006.
- Began an aggressive roll out plan to install Speednet and the Rip and Run reports to the County's network. All intentions are to have this process completed by the end of April, 2006. In addition to the printed Rip and Run reports, we will provide a PC with access to the County network with the primary functionality of each township/fire department will have access to their information via the New World application. The intention is to reduce calls to 911/dispatch and assist in their day to day reporting activities.
- Assisted the golf course in providing a upgrade path to their current software application as well as providing new hardware equipment to their operations. Upgrade process will take place during the month of April.
- With the major assistance from Building and Grounds personnel and in preparation for the network activity that will be taking place in the 2nd quarter,

reconfigured and deployed fiber connectivity throughout the County's offices and outer buildings. The final outcome of this process will enhance the connectivity and the throughput of our overall network activities.

- With the health department current outstanding software issues a new directive may take place in that we are currently investigating an outside software vendors' solution to replace the current Samsa applications. It has been deemed that the current application has been in the process for the past six plus years and that the final resolution may continue to be costly and an never ending endeavor. Therefore, a solid and dependable outside vendor application may be the prudent choice moving forward. A target date in the 2nd quarter to arrive and install a new product is the current focus of the task force responsible for the final outcome.
- Continuing discussion with the Xerox representatives with regards to the renewal of the contract which will expire at the end of 2006. A new copier machine will be available for a demonstration in the month of May and all intentions are that we will arrive at a final decision by the end of the 2nd quarter, 2006.
- Final preparations are in place to install the Network upgrade that the Board approved in December of 2005. The majority of the switches and other hardware components have been ordered and received and working with NetSource One; the target completion date is set for May of 2006.
- A contractual agreement has been made with Fred Todd to assist the Financial Information System Team (F.I.S.T.) group in analyzing and arriving at a new financial application to replace the current legacy application that is running on the new iSeries platform. The group is in the process of reviewing current vendor applications which would be in line with the direction of the County financial processing. A proposed direction from the group will be provided to the County Executive by the beginning of the 3rd quarter, 2006.
- Deployed and installed a number of hardware purchases from the grant money for the Health department. The equipment included new PC's, laptops, Palm devices and a number of software products (database engine and other bioterrorism applications).
- Assisted the courts with the upgrade of the software application from JMS. The application upgrades increased the productivity of the current process immensely. Specifically, a printed report that took up to four minutes to produce and print a final copy has been reduced to less than 30 seconds.
- Assisted the Registers of Deeds with the deployment of the Web base application from CherryLan. The scanning and imaging processes will take place in the second quarter of 2006.
- With the PreCovery process coming to an end, we had a representative from SunGard on site to evaluate our current process. Other than a few issues which we will address, our efforts were viewed by the account representative as a positive and in the proper direction to have a solid disaster recovery mechanisms in place. Plans are being formed to test our disaster recovery efforts by taking the media from our current system and restoring that data to the disaster recovery site in Chicago during the 2nd or 3rd quarter of 2006.

- In the process of evaluating the Treasurer's Resource software application with either an upgrade to the Resource software application to a windows based environment or investigating and analyzing a new vendor to provide to the Treasurers' department a viable and reliable software solution.
- The entire staff of the ISD department are engaging with the direction of the Personal department with the process of reviewing the current Work Process Design and introducing and modifying processes to assist the ISD personnel in their day to day activities. The desired result of this activity is to provide too the County's computer users' a timely and efficient resource for all of their Technological requests. This includes day to day activities as well as long term projects.

Systems and Programming

Program Requests

| | |
|------------------|---------------------------------|
| Open requests | 81 (18 with a status of Sunset) |
| Closed requests | 48 |
| New this quarter | 31 |

Financial Activity

- Direct deposit and Decentralization meeting are being attended from the Programming staff.
- All required modifications for the year ending 2005 have been completed. Included are the W-2's and 1099 printing via a laser printer technology.
- Numerous enhancements to the Treasurers department application. This would include dog and cat licenses application.
- Various maintenance requests: Circuit Court, District Court, Finance, Payroll, Prosecutor, Personnel, Insurance

Health Department

- SAMSA Health Department project- estimate hours required for completing project and have SAMSA do same. Attend meetings to discuss completing project or purchasing new software. Demonstrations of B S & A and Sequel software.
- New programs for maintenance of BIOSTAT an PBIOSTS files for Immunization.
- Add/modify look-up table, procedure codes, diagnosis codes, and charges for various clinics.
- Run queries for MSS/ISS for finance (Louis) to update financial ledgers. Help with posting to the old ledgers. New program for listing services and receivables.
- Add Hearing and Vision Testing Clinic.
- Start setting up for Blue Cross/Blue Shield on-line billing and Medicare Flu/Pneumonia roster billing. Trained Judy in using Medicaid billing website.

Technical Operations

- Performed firmware upgrades on Nortel switches
- Installed new Novell County server
- Upgraded GroupWise from version 6.0 to 6.5
- Installed new iSeries
- Replaced all old twinax terminal devices with PCs and twinax printing with print servers
- Installed District Ct, Circuit Ct and Health Dept hardware and software purchased at grant and fiscal year end
- Completed division of Criminal Defense and Public Defender depts
- Completed upgrade of iSeries client on all District Ct and District Ct Probation PCs for their new JMS printing system
- Completed installation of VPN Rip and Run for 4 townships
- Installed new faster, more efficient tape backup system for network
- Participated in a Mentorship program with students from BAISD

Solution Area Planner

The Fiscal Year 2004 Homeland Security Grant (\$672,993) ended 2/28/06. The LPT (Local Planning Team) prioritized the needs of the First Responders and directed the spending of remaining the funds in January & February 2006. Reimbursement for the FY2004 grant was submitted to the state.

The FY2005 State Homeland Security Grant Program(SHSGP) for \$659,173 has been announced and the LPT has met to prioritize projects for submission. The grant is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement Terrorism Prevention Program (LETPP). The grant has been awarded and the grant period is until January 2007. The Incident Command Trailer was moved to the FY2005 grant and a down payment has been made. We are being updated weekly on the progress of the trailer. Funds for surveillance have been spent in the LETPP portion of the grant and other projects are in the works as directed by the LPT.

The state has looked at the FY2004 grant funds not expended and has made them available for redistribution to local jurisdictions for interoperable communications. Bay County is eligible for \$22,000 and the Board of Commissioners has approved application for this money.

The first Community Emergency Response Team (CERT) training has taken place in March with 14 people being certified CERT members. There is another training session scheduled for April 22 and 29.

NIMS (National Incident Management System) was adopted by Bay County as the basis of all incident management in the county on 8/9/05. This is a requirement for a jurisdiction to be eligible for Homeland Security grants. First Responders and

Emergency Operations staff must take the independent study courses for NIMS & the National Response Plan (NRP) for this same reason. Bay County has 234 & 179 who have completed these studies for the NIMS & NRP respectively.

CENTRAL DISPATCH 911:

- Michelle Katt promoted to a Supervisor II. The latest hiring process was completed; James Reaume and Ryan Gale have begun their training. However we had another person resign so we have another opening that we won't fill until James and Ryan are further into their training. It would be extremely taxing to try and train 3 new people at the same time.
- Our departments' committees are in full swing. They have begun meeting and working on several different projects. These committees include SOP, Website, New furniture, Building Security and Disaster planning, Training, and Radio.
- One such project of the Building Security team is interfacing our new Fire Trax ID cards with a new access control system for our Center; this would also include all the Emergency operations group who also need to access our building at various times.
- The training staff/committee received new software that would allow them to do their training forms on the computer rather than the paper method. Three staff members attended additional training that focused more on the teaching, coaching aspect of training rather than on the how to fill forms and what not.
- The furniture committee also worked on spec's for new dispatch furniture and that is in the works. This furniture is new state of the art ergo dynamic work stations. The dispatcher will be able to sit or stand and will include lighting and climate control. Getting closer to sending the spec's out for bids.
- Our radio subcommittee is compromised of three 911 staff members and several 911 advisory board members; the group has met several times in the last few months. Issues that are being addressed are; better radio coverage in Northern Bay County for Police and Fire departments, Interoperability, future path of our Counties Radio System and the new Radio Consoles. The spec's for the radio consoles are currently being drawn up.
- Now that all of our Supervisors have completed the National Incident Management courses, the rest of the staff have been informed that they will also have to complete this. They have until the end of September of this year
- Congressman Kildee attended the January 17th Ways and Means meeting to speak about the \$200,000.00 allocation that was awarded to 911 for technology and radio interoperability.
- VoIP(Voice over internet protocol) providers are testing 911 calls for accuracy before they become live. Still lots of work needs to be done and our dispatchers have to be very cautious with VoIP calls, as are they are not quite the same as land line. The location that shows on our screens for VIP calls may not be the actual location of the caller.

- The new I-Series has been installed at Central Dispatch and 911's New World program transferred over on March 9th.
- The ice storm on January 17th proved challenging as a record number of phone calls rang in her continuously for four hours. The calls included lines down, power outages, accidents, alarms and also the every day type of calls. The dispatchers on duty that day did an excellent job especially under the circumstances; I don't believe any of them got out of their chairs for at least 4-5 hours. Another challenge from this storm was losing power at 3 of our communication towers. These sites have generators however when one generator malfunctioned we had to get back ups for the back up. Corey Sitkowski and Matt Burley from our maintenance department did an outstanding job of doing frequent rounds checking the equipment at each site along with making sure there was enough fuel. Thankfully we did not lose any communications during this storm; this was mostly due to their diligence in making sure everything stayed up and running. These towers ran on generators for over 8hours.
- Looking more closely at a Notification system, it is a software program that would notify several different groups of first responders, Emergency Operations Staff and various departments. In the middle of a disaster or severe weather it would be 1 phone call or a quick internet access rather than trying to make several calls.
- Still working on main-streaming all our radio circuits and phone lines.

CORPORATION COUNSEL

The Department of Corporation Counsel carried out numerous tasks during the first quarter of 2006. Legal assistance was provided to renew agreements to lease the County Market and to convey property the Independence Park Boat Launch to Bangor Township with special attention to the effort to establish a naval ship museum and bring the USS Edson to that location. In addition, liaison services for law suits where the County is a defendant occupied considerable time. The Department appeared for the County Treasurer in the property tax foreclosure proceedings which Bay County took on this year. The County's work with the Humane Society to establish a dog park as well as review of numerous other contracts demanded attention. The Legal Coordinator continued to take on additional duties in the County Executive's Office, assuming greater supervisory responsibility and further tasks for the County Executive.

DEPARTMENT OF CRIMINAL DEFENSE

During this quarter, the wall dividing the Department of Criminal Defense and the Department of the Public Defender was erected. By the end of this quarter both departments will be operating independent of each other. This should enable both departments, with a combined effort, to represent about 90% of the criminal appointed work in the county. On March 19th, Ken Malkin and Mark Janer attended the Advanced Criminal Defense Practice Conference in Novi, Michigan.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

Gypsy Moth

During the first quarter of this year, the staff of the Gypsy Moth Program has been busy with the following activities:

- Staff worked with the Gypsy Moth Advisory Committee to develop and formalize a plan of action for dealing with the Emerald Ash Borer. The Plan calls for public education and outreach along with monitoring to detect this new invasive pest.
- Notification of Spray - 758 owners of property in our 27 proposed Spray blocks were notified of our intent to include their property in our upcoming spray project. Of these, 36 letters were returned as undeliverable and re-sent to either the new property owner or the person living at the location. Seven(7) individuals asked their property be excluded from the treatment areas. Those areas will be identified on the final maps which will be sent to the MDA in mid April.
- Eggs Masses were collected for winter mortality studies and to refresh our Reicher Mounts which show the development of the Gypsy Moth.
- New Ortho Digital Maps- Staff assisted the GIS department in review of this new map set.

Mosquito Control

During the first quarter, Bay County Mosquito Control compiled a 2006 Technical Program Plan designed to detail surveillance activities and diverse treatments for the upcoming season. This plan was presented to the Mid-Michigan Technical Advisory Committee (TAC) on March 8, 2006.

- Control materials for the 2006 season were ordered based on chemical bids submitted by Valent BioSciences, Clarke Outdoor Products, Inc., Adapco, and Univar USA, Inc. Shipments of control materials have been arriving filling up our chemical storage area; however, the bulk of these materials (*Bti*) will be used during our aerial treatment program.
- The 2006 Aerial Larviciding Contracts for spring treatment will be the same as last year, utilizing Reed's Fly-on Farming for fixed-wing and AgRotors, Inc. for helicopter treatment. Aerial treatment will commence approximately April 11th, with a total of 30,000 acres being treated aurally. Ground treatment will start on April 24th also.
- Staff attended the American Mosquito Control Association (AMCA) annual conference in Detroit, Michigan, on February 26th - March 2nd
- Attendance at conferences keeps us updated on new technologies and research being done in the field of mosquito control. During this conference Tom Putt was elected 2006 President of the Michigan Mosquito Control Association and Mary McCarry was elected Trustee.
- Our Comprehensive Community Outreach Program, a requirement of Regulation 637, was accepted by the Michigan Department of Agriculture. In compliance with this requirement, treatment information was sent to city, county, and township officials.

- Our department participated in the Delta College Employment Fair held on March 21, 2006. Presently, we are busy selecting qualified applicants to fill our thirty-two (32) seasonal positions at mosquito control.
- Our first training session will be Friday, April 7, 2006 with returning employees being trained in: policies and procedures, mosquito biology, map reading, safety procedures, and control material treatments.

Geographic Information Systems (GIS)

- GIS Business Plan
- Conducted two (2) Introduction to GIS classes
- Completed Quality Control on newly acquired Digital Aerial Photography
- Corrected and update Street Centerline file for Addressing errors and alternate road names
- Initial Set up for new structure to GIS data network drive
- Corrected Census Block GIS file to align with Center line
- Conducted discussions with various departments regarding web based GIS access
- Miscellaneous GIS Mapping and Data Requests including but not limited to:
 - Various Map requests by private individuals and county departments including: Soil Erosion, Clerk's Office, Drain Office, Prosecutor Office, Executive Office, East Central Michigan Development and Planning Region, Post Office & Bay City School District
 - Compiled GIS data for Drain commission
 - GIS Tech support to Gypsy Moth, Equalization, Health Department, Bay Future, & Probate Office
 - Pinconning Park Maps for Beach Permit request
 - Locating QVF from Clerk's Office for 4 townships

Transportation Planning

- Completed the Travel Demand Model Future Data Collection
- Review of TELUS Program for TIP reporting
- Completed QC on newly acquired Digital Aerial Photography
- Attended MTPA meeting on Asset Management Training for Local agencies
- Riverwalk/RailTrail Meeting

- Complete Bay County Truck Route Map
- Attend MDOT State Long Range Plan Public Meeting
- Began Updates to the Public Participation Plan to be incorporated into the 2035 Long Range Plan
- Attended Monthly MTPA meetings in Lansing
- Held BCATS Technical and Policy Meetings
- Attended Bay County Road Commission meetings
- Attended Center Avenue Heritage Route Meetings
- Attended Hampton Twp DDA meetings and assisted with their Enhancement Grant

FINANCE DEPARTMENT

Payroll

We concentrated on year-end activities (journal entries, tax reporting, various government reports).

W-2's (744) were distributed to current and former employees on January 30.

1099-MISC's (162) and 1099-R's (2) were mailed prior to January 31.

Both forms W-2 and 1099-MISC were processed on laser printers this year. Phyllis Hartman was responsible for programming this change.

Prior year's vacation checks were distributed February 24 to 52 employees, totaling \$61,073.

Set up union dues for Road Patrol command officers.

The various employee leave balances (personal, sick, vacation, compensatory time) for 1/1/06 were reviewed throughout the month of January and the first part of February with correct balances being posted to employee accounts on February 24.

Health Insurance

Began using Blue Cross/Blue Shield Internet-based Membership Collection System.

Voluntary Employees' Beneficiary Association (V.E.B.A.)

The election of officers was conducted at the January meeting. Mr. Tim Heil was elected Chairperson and Mr. Rick Dryzga was elected Vice-Chairperson. Commissioner Kim Coonan and General Group Trustee Bill Deaton are new members of the Board.

December 31, 2004 V.E.B.A. actuarial information was collected from participating employer groups and submitted to Gabriel, Roeder, Smith & Company in March.

Retirement

The election of officers was conducted at the January meeting. Mr. Tim Heil was elected Chairperson and Mr. Rick Dryzga was elected Vice-Chairperson. Commissioner Kim Coonan and General Group Trustee Bill Deaton are new members of the Board.

Interviews were conducted for a Large Cap Growth Equity manager. The contract was awarded to Marvin & Palmer Associates, Inc.

Baird Advisors, the recently hired Government Only Fixed Income Investment Manager, was funded during the 1st quarter.

401K

Administrative Committee held two special meetings.

General Administration

Worked on final information/calculations for Finance Department office restructure plan, which was implemented January 23rd.

Attended two full-day sessions of accounting software presentations.

Budget

The year-end closing process was the primary focus of the budget department in the first quarter of 2006. The accounts payable process is doubled during that period since most vouchers processed in January and February need to be charged against the prior year's budget, and therefore are entered both in 2006 against the payables, and in 2005 against the budgets. In addition, all grants were closed and reported for the quarter ending December 31, 2005 using the modified accrual method of accounting.

Also included in year-end work this year was some analysis for General Fund revenues, accounts payable vendor reconciliations and encumbrance accounting, as well as analysis of reserved and designated fund balances.

In addition, work on the 2006 budget book was begun and completed.

Accounting

Reconciled remediation costs for Library Construction Project.

Attended GFOA update for 'Understanding the New Statistical Section' for the CAFR preparation, the MGFOA Spring Seminar and the MGFOA Retiree Health Care Program.

Reconciled all Health Receivables as of 12/31/05 and incorporated clients from the old subsidiary client ledger to the new SAMSA program.

Continued preparing for the auditors—most year end analysis is completed in preparation of auditors.

Began work on Bay County Building Authority refinancing of outstanding long term bond issues for the 1995 Courthouse, 1997 Courthouse and 1997 Ice Arena.

Submitted final grant request for the Homeland Security Equipment Solution Area grant (426.09) and the Homeland Security LETTP grant (426.12).

Began work on the 2005 Single Audit.

Purchasing

- **RFP's/RFQ opened:** Bond Counsel, Arcade Bid
- **Drafted:** Laundry Equipment, Greens Mower, Golf Course Sprinkler, Bond Counsel, 911 Furniture, Golf Carts
- **Bids Sent Out:** Hot/Cold Delivery Van, Bond Counsel, Arcade Bid
- **RFP'S/RFQ's under review:** Arcade Bid
- **Bids Awarded:** Bond Counsel

Other Items:

Continuation of F.I.S.T. meetings, currently reviewing and drafting RFQ/QBS to be used for software selection.

SBC 2006 phone book updates submitted.

VIP meeting held to determine future feasibility of utilization in the county.

New patrol cars received and being equipped for road duty.

New passenger van received and in use by courts.

HEALTH DEPARTMENT

The following items represent noteworthy quarterly activities at the Health Department:

Administration

The Health Department continues to move forward with the Work Process Redesign, which includes remodeling of the Health Department physical layout and development of a staff cross-training plan. Phases One and Two, which included moving the Maternal/Infant Health Program, Successful Futures and Early On Staff, as well as the Environmental Health Division is complete. Construction of an enclosed waiting room is slated to begin in the near future. Please pardon our mess as we continue to renovate.

The Health Department is working with Bay-3 TV to implement the yearly programming calendar established in January. All Health Department Divisions/Programs, and the Division on Aging are presenting short programs for broadcast on Bay 3-TV.

Effective February 1, the Health Department entered into an agreement with the Helen M. Nickless (HMN) Volunteer Clinic to provide clinic space for breast and cervical health screening.

Dr. Hurt, Health Department Medical Director, and Bay County Medical Examiner, developed a draft Mass Fatality Plan for Bay County March 1.

Meetings/Trainings attended by Health Director:

- Attended monthly Michigan Association of Local Public Health (MALPH) meetings in Okemos, and participated on the MALPH's Bioterrorism Workgroup, Pandemic Influenza Rapid Response Group, Accreditation Quality Improvement Process Workgroup, and the Public Health Leadership Workgroup.
- Attended monthly Bioterrorism Defense Network Region 3 Advisory Board and Executive Board meetings in Saginaw and Bay City.
- Attended the bi-monthly Human Services Collaborative Council meetings in Bay City.
- Passed the on-line FEMA IS-800 course, Introduction to the National Response Plan.
- Attended and successfully completed with Joel Strasz, the Department of Homeland Security training course, Threat and Risk Assessment, held in Saginaw.

Animal Control Division

First Quarter, 2006 has been very busy for Animal Control. Comparative to the same time period in 2005, overall complaints/concerns are up 33%. Barking complaints have increased 48%; injured/sick animal concerns are up 21%; loose animal complaints are up 12%; and cruelty concerns show an increase of 28%.

Animal Control has responded to 106 barking, 3 attacking, 34 sick/injured animal, 59 bite complaints, 283 loose animal, 85 cruelty, 96 requested animal pick-ups, 11 assistance to police, 60 aggressive animal, 1 killing of livestock or pet complaints and 12 after hour emergencies. The process for taking a complaint includes the following steps: the Clerks take the complaint, log it into the data base and dispatch it to an Animal Control Officer (ACO). The responding ACO investigates the concern. After responding to the complaint, the Officer completes any reports or logs. The top three geographic areas with the most complaints are Bay City (east) with 385 complaints, Bay City (west) with 167 complaints and Bangor Township with 61 complaints.

Officers have removed 132 animals from the roads; 26 cats, 105 dogs and 1 other. At the counter, staff has received 607 animals; 341 cats, 258 dogs, 8 of other species. To date, a total of 739 animals have entered our shelter: 367 cats, 363 dogs and 9 others of a variety of species. Six hundred and ninety-six animals were received at the shelter throughout this same time period in 2005; a 6% increase in 2006.

Fifty-one cats, one hundred thirteen dogs and six other critters have adopted new families. Only seven cats have found their lost owners comparative to ninety dogs. Unfortunately, it was necessary to euthanize four hundred and twenty-four animals this year: 259 cats, 164 dogs and 1 of other species.

Individuals called the Department to report 93 lost animals and 35 found animals.

Education remains a very important part of the services provided by Animal Control. Everyone in the Department is involved in educating the public, from Custodians educating customers about care of animals and animal temperaments, Clerks speak with the public about how the Department can help resolve their issues, and Officers educate owners about non-compliance issues prior to law enforcement. Shelter tours and educational programs continue to be made available. The Desirable Dog

Workshop remains popular with the general public. This program has been ongoing for 5 years and has been very effective in keeping dogs with problem behaviors in their homes by helping owners resolve their pet's behavior and/or control issues.

Children's Special Health Care Services

No special activities to report.

Division on Aging

A total of 19 individuals enrolled in Senior Weight Training classes for the winter session.

The Self-Defense Workshop was held February 15, 2006, with 43 individuals attending.

Two dinner theater programs were held in March, in cooperation with area high schools; 140 individuals attended the program, South Pacific, performed by Bay City Central High School students and 168 individuals enjoyed The Sound of Music, presented by Essexville Garber students.

Volunteers started working Wednesday and Thursday afternoons to complete tax rebate forms for individuals over the age of 65, who need assistance in filing for these credits. The Clinic will end on April 13, 2006.

Open Houses were held at the new Dining Center in Pinconning (VFW Post, 626 Rhodes Street) on February 10, 2006, and at the recently renovated Canteen Building (800 Livingston Avenue, Bay City) on March 22, 2006.

The schedule at the Canteen was revised to have the facility open for senior use Wednesdays, Thursdays, and Fridays. A movie series and a bowling club were started on Fridays to boost attendance.

A program for caregivers was held on March 15, 2006, at the Canteen, with speakers from Division on Aging, Disability Services Resource Center, and Golden Horizons Adult Day Care Program.

Budget adjustments to transfer funding from Respite Care to Health Promotion and from Congregate Nutrition to Home Delivered Meals were requested and processed in the months of February and March.

Area meetings were held and approval was obtained to submit a grant proposal under the Alzheimer's Disease Demonstration Grant, administered by the Bureau of Community Mental Health Services, for the Michigan Department of Community Health.

Emergency Preparedness

Melissa Maillette, Emergency Preparedness Coordinator (EPC), attended/participated in the following activities:

JANUARY

- Hosted the Region 3 EPC Meeting
- Region 3 EPCs and Region 3 Emergency Managers held a first-ever, joint meeting at Bay County Health Department (BCHD)
- Participated in an on-line training for the Michigan Volunteer Registry (Melissa is an administrator of that system)

- Attended CPR Professional Rescuer training, held at the American Red Cross in Bay City
- Attended the Bay County Introduction to Geographic Information System (GIS) training, and had the GIS software installed on laptop

FEBRUARY

- EPC/OPHP Conference Call
- Submitted a revised BCHD All Hazards Comprehensive Public Health Response Plan (which includes an SNS Plan annex, a Risk Communication Plan annex, and a Pandemic Influenza Plan annex) to MDCH-OPHP as required by the CDC Grant Work Plan.

MARCH

- Fit-tested BCHD staff for P-100 masks
- Attended the Region 3 Reportable Disease Conference at Horizons Conference Center in Saginaw
- Held FEMA Independent Study Courses 100 and 200 (Incident Command System) trainings for staff to be compliant with NIMS and the CDC Grant Work plan.
- Attended first planning meeting regarding development of an evacuation plan for non-ambulatory residents in Bay County during times of emergencies or disasters.

In addition to the above, Melissa also attended regular monthly meetings of the Region 3 Bioterrorism Defense Network Advisory Committee and participated in mandatory teleconferences with MDCH-OPHP.

Glossary of Terms

| | |
|-------|--------------------------------------------|
| CDC: | Centers for Disease Control and Prevention |
| EPC: | Emergency Preparedness Coordinator |
| FEMA: | Federal Emergency Management Agency |
| MDCH: | Michigan Department of Community Health |
| NIMS: | National Incident Management System |
| OPHP: | Office of Public Health Preparedness |
| SNS: | Strategic National Stockpile |

Environmental Health

*These are Preliminary Numbers That Are Subject to Change

| <u>FOOD SERVICE</u> | | <u>WELL, SEPTIC, & MISC.</u> | |
|-------------------------------------------------------------------|-----|----------------------------------------------------------|-----|
| Fixed Food Est. Inspections | 138 | Number of Parcels Evaluated | N/A |
| Mobile, Vending & STFU Inspections Temp. Food Est. Inspections | 49 | Number of On-Site Sewage Disposal Permits Issued | N/A |
| | | Number of Alternative/Engineered Sewage Systems Approved | N/A |
| Follow Up Inspections | 19 | Number of Failed System Evaluations Conducted | N/A |
| Number of Plans Received for Review | N/A | Number of Complaints Regarding Sewage Investigated | N/A |
| Number of Plans Approved | N/A | Number of Well Permits Issued | N/A |
| Consumer | N/A | Number of Abandoned | N/A |

| | | | |
|--------------------------------------------|-----|--------------------------------------------------------------------------|-----|
| Complaints Investigated | | Wells Plugged | |
| Food borne Illness Complaints Investigated | N/A | Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.) | N/A |

All five of the sanitarians attended the annual Michigan Environmental Health Association (SEMHA) annual conference in Gaylord.

Joel Kwiatkowski attended training on Wells and Non-Community water supplies in Grayling.

Food Service Licenses were distributed to over 300 community establishments in Bay County.

Family Planning

| |
|------------------------------------------------------------------------------------|
| Number of Unduplicated Persons Receiving Services in Family Planning Clinic |
| 679 |
| Number of Encounters in Family Planning Clinic |
| 939 |

Sue Montei and Kathleen Trepkowski participated in a statewide phone teleconference regarding upcoming changes to Medicaid eligible services under Family Planning. The Family Planning Division will be developing a plan that responds to changes in Medicaid Financing. A Medicaid waiver application will be submitted to the Michigan Department of Community Health in the summer.

Health Education

FEBRUARY

Dominic Smith updated the Bay County Health Department Crisis and Emergency Risk Communication Plan (BCHD-CERC) and submitted it to the Michigan Department of Community Health, Office of Public Health Preparedness (MDCH-OPHP) on February 28, 2006.

MARCH

Meetings attended by Health Educator:

- 3/13/2006 – MIOSHA Compliance Training in Lansing Michigan
- 3/23/2006 – WNEM TV 5 interview regarding Avian Influenza
- 3/24/2006 – Successfully completed ICS 200
- 3/29/2006 – Submitted NIMS IS 700 & 800 Internal Command Team completion list to OPHP.

Currently, Dominic is developing a health education program on Avian Influenza for Bay County residents (agenda rough draft below), as well as scheduling fire extinguisher use training dates for the Health Department Safety Captains.

Avian Influenza Health Education Program

- Introduction
 - Name, Job Title, Organization
 - Purpose of presentation and discussion topics
 - Bay County Health Department's role during an influenza outbreak

- Current update on Avian Influenza and how Michigan is part of bird migrating pattern
- Audience Participation
 - Special Concerns
- Avian Influenza Education
 - What is “bird flu”?
 - Places bird flu has occurred
 - How animals / people are infected
 - How bird flu spreads / signs and symptoms
 - Safety of meat / egg products
 - Why bird flu is so serious
- Vaccine Availability (Animals vs. Humans)
- What is being done to monitor potential spread of Avian Influenza (Surveillance)
- What you can do to protect yourself and your animals
 - Hand washing
 - Covering Mouth, Proper Disposal of Tissue
 - Glove Use
 - P 95 Masks
 - Proper cleaning of utensils and surfaces
 - Thoroughly cook food
 - Following advisories issued
 - Emergency kits at home, food items to purchase
 - Contact organization / information for reporting dead birds

Immunization

| Vaccination Type | Number Administered |
|-------------------------|----------------------------|
| DTaP | 81 |
| Td Adult Only | 17 |
| HHib-Pedvax | 34 |
| Meningococcal Conjugate | 15 |
| Hib Hep B | 21 |
| Hep B (Pediatric) | 36 |
| Hep B (adult) | 71 |
| IPV Dose | 66 |
| MMR | 57 |
| Varicella | 28 |
| Pneumococcal Conjugate | 2 |
| Hep A (Pediatric) | 3 |
| Hep A (Adult) | 8 |
| PPD Intradermal | 175 |
| DTaP-Hep B-IPV | 22 |
| Influenza | 34 |
| TOTAL | 670 |

During first quarter, 2006, the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) presented new recommendations for child and adult immunizations. A number of the recommended vaccines are offered from the Michigan Department of Community Health (MDCH) Vaccines for Children (VFC) program for eligible families, and are available in the Immunization Clinic.

The first vaccine recommended is one to protect against Rotavirus (not currently available through VFC). This virus, which attacks mostly infants and young children, can cause severe diarrhea, vomiting, fever and dehydration; symptoms which can lead to hospitalization or death. The vaccine is given orally to infants 2, 4, and 6 months of age.

Also recommended is a new combination vaccine of Tetanus, Diphtheria Toxoids and Acellular Pertussis (Tdap) for persons from 7 years to 64 years of age. Acellular Pertussis has been added to the routine vaccine of Tetanus/Diphtheria (Td), (given every 10 years or in event of an injury), as Pertussis (Whooping Cough) has been steadily on the rise in both children and adults, over the past few years.

The Influenza vaccine schedule has also undergone a slight change, with the recommendation that all children aged 6 months to 18 years be given the vaccine. If supplies of flu vaccine are limited, the vaccine would be given to children 6 months through 59 months of age (previously 6 months to 23 months), and children 5 years to 18 years of age who have chronic pulmonary or cardiovascular disorders, including asthma.

A new Meningitis vaccine has been approved by the CDC and ACIP and is recommended for routine vaccination of adolescents 11 to 18 years of age. This vaccine is available through the VFC program and is currently provided by the Immunization Clinic.

The annual review of Bay County VFC private providers was conducted by the Maternal Child Health Manager.

The Immunization Clinic is once again at full staff with the return of the immunization nurse.

Laboratory Services:

| Number of Clients | | Number of Tests | |
|--------------------------|-----|------------------------|-----|
| January | 326 | January | 495 |
| February | 259 | February | 473 |
| March | NA | March | NA |

Maternal and Child Health Services:

Marilyn Laurus, Maternal and Child Health Services Manager, attended the following meetings/trainings during first quarter:

- MALPH Nurse Administrators Forum Meetings in Lansing
- Maternal and Infant Health Program (MIHP) Meeting in Frankenmuth
- Bay Arenac Early Childhood Advisory Council Meetings
- Bay County Preschool Advisory Committee Meeting
- Cardiopulmonary resuscitation recertification
- Epidemiologic Methods for Emergency Response held at MSU in Lansing
- Boys & Girls Club Organizational Meetings
- Child Death Review Team Meeting

STD/HIV/Communicable Disease:

| Number of Persons Receiving Services in STD/HIV Clinic | |
|---------------------------------------------------------------|----|
| January | 47 |
| February | 39 |
| March | 30 |

Women, Infants and Children (WIC) Program

Caseload Information: WIC Participation Performance January 2006: Enrollment (3078), Participation (2,649)

WIC welcomes two new employees: Jen Gruhzt is employed as a temporary WIC technician; Daurie Walton-Gloss has been hired as the WIC Clerk Typist.

The State WIC office and Michigan State University (MSU) has initiated a task force to evaluate the MSU Breast Feeding Initiative (BFI), peer counselors and the coordination of services. Barbara Kraycsir will represent the Bay County Health Department WIC Program to discuss program administration, obstacles and improvements. Three meetings will be held at the MSU campus.

Three Central Michigan University (CMU) dietetic interns have completed a three-week rotation through the WIC Clinic / Maternal Infant Health Program (MIHP). Students learned about the role of the Dietitian and assisted with nutrition education.

Thank you to student volunteers Margaret Wackerly and Stephanie Buchannon for time spent organizing clinic materials.

Outreach efforts this quarter included:

- Amy Cianek, Eliza Cortez, and Barb Kraycsir discussed childhood nutrition on Bay 3 TV for National Nutrition Month in March.
- Importance of Prenatal, Infant and Childhood Education presented to the Human Development Class at Central High School.

HOUSING DEPARTMENT

In January, Center Ridge Arms scheduled a tax seminar for the residents and subsequently had volunteer tax preparers come to the high rise to help our residents prepare and file their taxes.

Office staff attended CPR and defibrillator training in February.

Also in February, our residents were invited to a pet seminar during which they were given information on the care, licensing and vaccinations required for their pets. We were able to establish a follow-up time for home visits by the veterinarian for pet licensing and shots. The home visit fee was waived and a 20% discount was offered to the residents.

Consumers Rights was on the agenda for our residents in March. An employee from the State Attorney Generals office was here to speak on consumer protection, consumer rights, identity theft and other scams. The residents found this to be a very interesting and informative meeting.

Also in March, Anderson, Tackman & Co. conducted an audit of the financial activities of Center Ridge Arms.

PERSONNEL DEPARTMENT

Personnel Director

Contract negotiations have continued with the following unions and/or organizations: B.C.A.M.P.S., Circuit Court, District Court, U.S.W.A., full-time unit, P.O.L.C. - Command Officers, Correctional Facility Officers and Road Patrol units, and Probate Court.

I have been working with the Training Coordinator on the Intranet, including writing and implementing the People Leader Toolkit.

Meetings have been held regarding the Redesign Process with the employees of the Information Systems Division, including the Project Team Unit and the Customer Support Team Unit.

Attended the MAC conference in Lansing (in February).

Attended the State of the Community Luncheon (in February).

Attended F.I.S.T. meetings, including vendor presentations on March 2 and 3rd.

I have been recently appointed to United Way Board, and therefore, have been attending monthly meetings in this capacity.

Attended an ASE Round table meeting regarding Health Care Insurance Trends, and also the ASE conference in Dearborn, People, Project and Progress for 2006.

Appointed to the Bay Area Women's Center Board of Directors.

Training Coordinator

The Training Coordinator is involved in the following departmental goals for 2006:

Implement measures to reduce the size of future increases in the cost of health insurance.

The Bay County Employee Assistance Program and Fitness Initiative have been available since May, 2005. Surveys were sent in March to employees who had used; the YWCA, Delta Fitness & Recreation Center, and to those who had not used either as an exercise option. All surveys are due April 14. Results will be provided to leadership for evaluating the future of this program. This program has been widely promoted to employees through e-mails, newsletters, voice mail and pay stub inserts.

In addition, a pay insert was developed to provide information to employees regarding smoking cessation resources. Posters were also placed in smoking areas of county facilities. This was done in response to the initial employee health survey which indicated that employees who smoked were interested in becoming non-smokers.

Continue to upgrade the employee safety program.

The Training Coordinator attended a safety seminar presented by MIOSHA. Written program models were provided which will help the county upgrade and/or come into compliance with state and federal regulations. There is a need to include all of our maintenance staff in a written blood borne pathogen program.

A representative from Cambridge Risk Management was called upon to assess ergonomic concerns for two employees. Reports were made, distributed to all affected personnel and adjustments have been made and/or are in progress.

Many of our employees continue to be at risk for injury due to incorrect positions when using computers and for other types of work. Plans will be developed to address this concern.

Training on the Automated External Defibrillators was conducted. This year we were able to use certified trainers from MSU Extension. The trainers became certified through grant dollars supported by Bay County. This service was provided at a dramatically reduced cost of \$5.00 per person, down from \$45.00 per person which had been paid in the past using non-county personnel. The American Heart Association requires re-certification every two years rather than annually. Time and money has been saved by making these changes.

Update the County Affirmative Action Plan.

Due to the Michigan Civil Rights Initiative, little action will be taken on affirmative action until November when direction is set by voters on regarding this issue in Michigan.

Assume lead role in driving cultural change through the organization making Bay County Government an employer of choice.

Work Process Re-design continues to be successfully moving forward for the Health Department and the Division on Aging.

Development continues on the People Leader Toolkit for the intranet. The objective of this resource is to empower supervisors to have information at their fingertips to increase efficiency. In the future, supervisors will not spend time making phone calls to learn how to accomplish an administrative task. All the resources, procedures, and forms will be on the intranet.

A second effort for this goal relates to leadership education. Research continues on a cost effective way to help upper management develop greater efficiencies, effectiveness and excellence among their employees and to streamline their services to the benefit our customers.

Other Activities

New Employee Orientation was held in February. Eight new employees attended. County Building employees are to be commended on the excellent presentations they provided during the tour for this program.

A tutorial was developed on the new social security policy. It will be provided electronically to all employees affected by this policy during the 2nd quarter.

This department successfully defended an unemployment claim at a hearing in Saginaw. Research and review continues on each claim as it is presented to this department.

Research was conducted on ways to reduce unemployment claims among seasonal employees. Further investigation on this topic is required.

DEPARTMENT OF THE PUBLIC DEFENDER

• **Day to Day Operations**

All members of the Department of Criminal Defense and Department of the Public Defender continued to defend an unusually high volume of felony and misdemeanor cases throughout the quarter, despite the greater percentage of administrative time spent completing the tasks of dividing the offices.

Office staff has begun to identify and implement new office procedures for more accurate accounting of cases and identification of conflicts.

- **The Wall**

During this quarter, the wall dividing the Department of Criminal Defense and the Department of the Public Defender was erected, and the necessary reconstruction of the office spaces nearly completed.

The Department of the Public Defender is still awaiting reconstruction of the former waiting room area (where the file cabinets are currently stored) in order to provide permanent space for filing and secretarial staff.

Before the end of the next quarter both departments will be operating independent of each other (and they are as of this writing). This should enable both departments, with a combined effort, to represent about 90% of the criminal appointed work in the county.

Most personnel issues arising from the split have been resolved. The Department of the Public Defender consists of attorneys Kathryn Fehrman, Robert Hess and Jeff Martin, and administrative staff Lori Korthals and Ann Briggs. The Department of Criminal Defense consists of attorneys Mark Janer and Ken Malkin, and administrative staff Dawn Velasquez.

- **Education and Training**

On March 19th and 20th, Robert Hess and Kathryn Fehrman attended the Advanced Criminal Defense Practice Conference in Novi, Michigan.

Kathryn Fehrman attended the premier of "After Innocence" and discussion groups following the presentation, produced by the Innocence Project at the Cooley Law School. She also presented on "International Child Abduction and Trafficking in People Law" at the State Bar of Michigan Children's Law Section Annual Training.

RECREATION & YOUTH DEVELOPMENT

Juvenile Home

During March our state licensing consultant conducted a thorough routine review of our operations. The facility was found in substantial compliance with licensing rules and granted a regular license for both secure detention and residential treatment. We have finalized and printed multiple copies of our new marketing brochure for the substance abuse program. Copies were mailed out to area probation officers and other court personnel.

In an effort to improve our operations, we've held weekly meetings with members of the USWA full and part time units. Working together we have completed revisions to our resident handbook and many of our policies and procedures. We also held an excellent training on our token economy system. The training was planned and presented by some of our more seasoned youth development workers; Brian Miller, Laura Kukla, Robert Rosekrans, Lisa Neal, and Matt Neal. Everyone enjoyed the training and we have noted improvements in resident behaviors as a result. The Kairos staff provided an excellent training about the internal changes that take place through substance abuse treatment.

Program statistics for January 1 through March 31, 2006 include:

| | Substance Abuse | Secure Detention |
|-----------------|-----------------|------------------|
| Admits | 16 | 99 |
| Child Care Days | 645 | 1,346 |
| Utilization | 60% | 88% |

Golf Course

The golf course officially opened Wednesday March 29, 2006 for the season. The course weathered the winter well, as there was no evidence of snow mold damage. Brad Lynch returns again as our Clubhouse Coordinator. During the off season he has been working a few hours to renew the high school golf league agreements and preparing new policy handouts for the seasonal staff on cash handling and customer service.

After selling much of our older stock, Brad is beginning to stock the clubhouse with a new limited line of Izod and other course logo merchandise. The Clubhouse also offers a limited selection of putters and drivers. Custom club fitting will again be available upon request. People interested in getting fitted and receiving personal assistance selecting clubs, can contact Brad at 892-2161.

The course staff is working with purchasing and Corporation Counsel to send out RFP's for new carts (with tops!) and to make significant improvements to the irrigation system. We are also in the process of reviewing options to upgrade our point of sale system. Lastly, to kick off the 2006 season we taped our first of several installments for Bay3TV.

Civic Arena

The winter of 2006 has been especially busy for the arena. Working with the Bay County and Midland Speedskating Clubs, the arena hosted the 2006 Michigan State Short Track Speed Skating meet on February 25, 2006, the same day Alex Izykowski won a bronze Olympic medal. The arena has been busy with its January and March (Puck O' the Irish) youth hockey tournaments. Although participation was slightly less than past years, our March 10-12 Puck tournament was a complete sell out with 31 teams participating.

The SK8 Bay Figure Skating Club continues to run the Learn to Skate program. Participation is increasing especially with more advanced and older students. In addition, to the Basic Skills program, the Club is now offering additional advanced classes.

Working together the SK8 Bay FSC, Bay County Hockey Association and arena staff held a "National Skating Week Open House" on January 21, 2006. Based on the number of hot dogs sold and cars parked on the road, we estimate over 700 people attended. The FSC provided free skating lessons to over 100 people. During the public skating sessions there were over 300 people on the ice at one time. Despite the long concession lines and crowded ice, we received many positive comments about the event.

Arena programming continues to mature and grow. Our midget (high school youth) hockey program now runs year around. Last year we began the program to help prepare youth for high school try-outs. After the high school teams were picked, we offered a new Fall/Winter league for those youth not selected to play for their school. Now we have turned our efforts to developing our spring program, with 6 teams registered.

Adult hockey continues to be a strong growth area. Our Fall/Winter league was the largest ever with 24 teams! We are continuing to make the league grow by establishing an adult league committee to provide customer feed back on the league, officiating, and placement of teams.

Swimming Pool and Summer Recreation

As recommended by the County Executive and approved by the Board of Commissioners we will offer our summer youth recreation program again this year. Watch for an announcement on the county web-site on May 1st. Registration details and forms will be available at that time.

Community Corrections

Rene Jacobs started as the contracted Pre-Trial Specialist on January 13, 2006. Rene has conducted 26 COMPAS assessments and is currently supervising 11 offenders who were occupying jail space. Bay County anticipates reducing the average length of stay for pre-trial offenders by 5 days by utilizing the Pre-Trial program. This program is intended to help alleviate jail crowding so those more serious sentenced offenders may serve out their jail sentence.

Bay County's Mid Year Report was submitted on March 15, 2006. The feedback report is anticipated to be received from the State sometime in April of 2006. The 2007 Community Corrections Comprehensive Plan for Bay County is due May 31, 2006. The Bay County Community Corrections Advisory Board will be approaching the Board of Commissioners for approval to apply for the funds in April 2006. No matching funds apply.

The Community Corrections Coordinator assisted the City of Bay City and the County in applying for the Justice Assistance Grant through the Office of Justice Programs. The total grant award is \$14,118. The Bay City Police Department will utilize \$7,057 to purchase a Printer, Criminal Law and Procedure Manuals and Federal Signal Lightbars. The Sheriff's Office will utilize \$7,058 to purchase Digital Recording Devices for the jail. No matching funds apply.

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